



# TOUR GUIDE

2018 Edition



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For more information contact: Office of Community Justice ProjectRightTurn@scdjj.net

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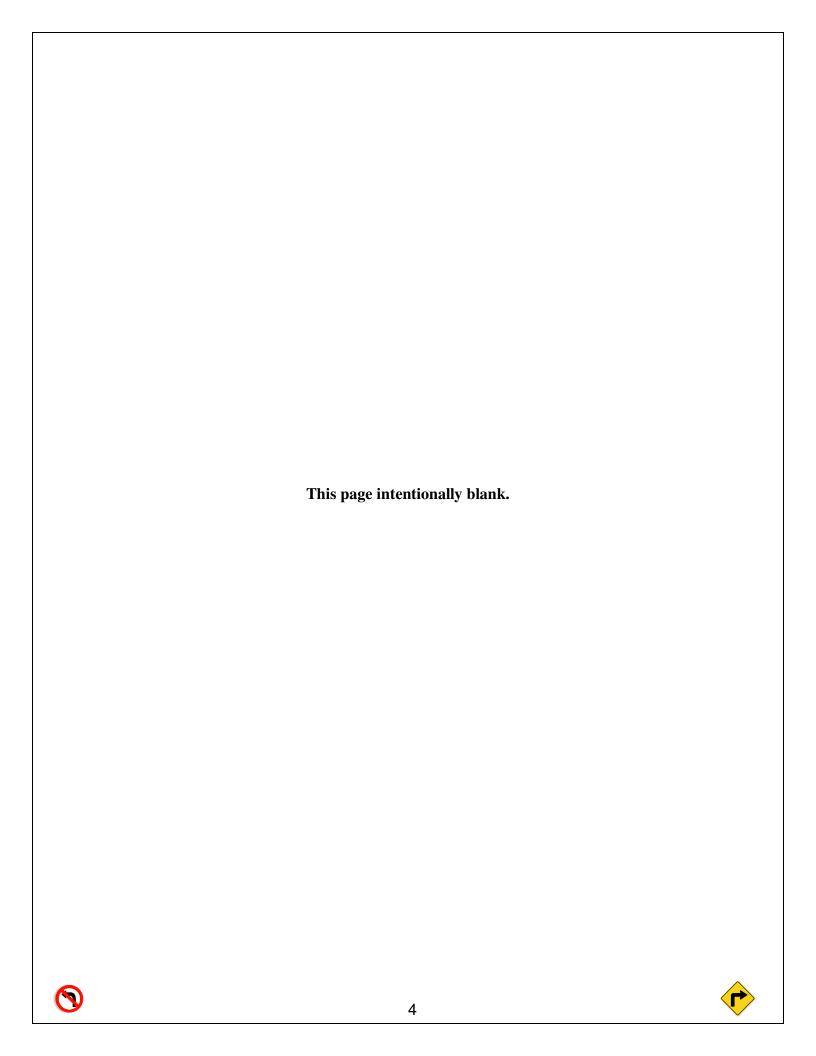


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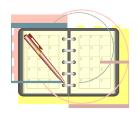






**PROJECT:** *RIGHT TURN* (PRT) is a two-hour educational program for at-risk youth and their parents/guardians. It remains an invaluable resource to our County Offices and Juvenile Arbitration Programs, and for those juveniles under Order of the Family Court, required to attend through a contract, or referred by an ISO, or Probation/Parole Officer. PRT is not a "scared-straight" program but rather is a carefully orchestrated experiential learning program designed specifically to show youth the potential consequences of continued delinquent behavior and its impact on their lives and personal freedoms.

Enclosed in this document are all the forms, instructions, and schedules staff will need to plan, schedule, and conduct **PROJECT:** *RIGHT TURN* tours. Note that the tour request form has a new email address for submission (<a href="ProjectRightTurn@scdj.net">ProjectRightTurn@scdjj.net</a>) and other forms have the new DJJ letterhead or are otherwise updated - - **PLEASE** discard all previous issued forms and instructions to avoid any confusion.



## Scheduling a PRT Tour

Participating youth will be scheduled for the program by sponsors (DJJ and Arbitration staff) through the DJJ Office of Community Justice. Requests must be made using the tour request form and submitted to the email address ProjectRightTurn@scdjj.net no later than seven (7) calendar days in advance of the tour date.(no faxes or mailing).

Note that the tour request form serves as your record of attendance and the previous youth attendance form is no longer in use. County offices and Arbitration programs should not depend on the evaluation centers or the Office of Community Justice to provide documentation of attendance.







## PRT Tour Program Schedules

A calendar is included in this document's appendices for each evaluation center which shows the date and times of the tours. Please do not mix Arbitration and DJJ groups that are not normally scheduled together without first checking with the sponsor (DJJ County Office or circuit Arbitration Director), and follow the PRT program requirements provided at the evaluation center aligned with the particular region. The monthly schedules at the facilities are as follows (unless otherwise posted):

### **Coastal Regional Evaluation Center (CEC)**

331 Campbell Thickett Road Ridgeville, South Carolina 29472 (843) 821-3073

- 3<sup>rd</sup> Tuesday –Court Ordered/DJJ 10:00am
- 3<sup>rd</sup> Wednesday Arbitration Ordered 10:00 am

### **Midlands Regional Evaluation Center (MEC)**

1721 Shivers Road Columbia, South Carolina 29210 (803) 896-7455

- 2<sup>nd</sup> Friday Arbitration 10:00am 3<sup>rd</sup> Thursday Court Ordered/DJJ 1:30pm

### **Upstate Regional Evaluation Center (UEC)**

1585 Jonesville Highway Union, South Carolina 29379 (864) 429-3610

3<sup>rd</sup> Thursday – Arbitration and Court Ordered/DJJ 10:00am



### PRT Forms and Instructions

### Only PRT forms with a revision date of June 29, 2016 can be used – please discard any previous editions.

1. Tour Request – This form should be completed and emailed to ProjectRightTurn@scdjj.net (no faxes or mailing) at least seven (7) calendar days prior to the tour date being requested. In the event of program overflow, youths will be prioritized based upon Court Order termination dates. Note that DJJ offices (and Arbitration) utilizing PRT <u>must</u> provide a sponsor to accompany participants for the <u>entire</u> tour, and no more than 15 youth should be scheduled per sponsor unless approved in advance. The maximum number of





tour participants' at all three evaluation centers is 45 offenders, in addition to parent participants. On the tour date large groups may be broken into smaller groups and the route adjusted at the discretion of facility staff.

- **2. Program Guidelines and Rules Agreement** This form must be completed and signed by all tour participants (youth and parent/guardian) prior to attending the tour. DJJ sponsors are responsible for disseminating, collecting, and providing these completed forms to the DJJ tour leader at the time of the tour.
- **3. DJJ Court Ordered Parent/Guardian Memorandum** This memorandum should be forwarded to parents and guardians along with the Consent to Participate/Release of Liability for Parent/Guardian Participation Form and the Program Guidelines and Rules Agreement ahead of the tour date. The memorandum explains PRT and extends an invitation to those parents <u>not required</u> by Court Order to participate.
- **4. Consent/Release Parent/Guardian Participation Only** Court ordered youth and those supervised on probation or parole by DJJ <u>are not</u> required to complete any Consent/Release of Liability Form. However, this form must be completed by <u>any</u> parent participating in PRT. DJJ sponsors are responsible for disseminating, collecting, and providing these completed forms to the DJJ tour leader at the time of each tour.
- **5. Non-Court Ordered Parent/Guardian Memorandum** This memorandum should be forwarded to parents and guardians along with the Non-Court Ordered Consent to Participate/Release of Liability and the Program Guidelines and Rules Agreement ahead of the tour date. The memorandum explains PRT and extends an invitation for parents/guardians to participate.
- **6. Non-Court Ordered Consent to Participate/Release of Liability** This form must be completed by each youth and their parent/guardian attending PRT as a requirement of a DJJ Contract or if attending as a "special" add-on. DJJ sponsors are responsible for disseminating, collecting, and providing these completed forms to the DJJ Tour Leader at the time of each tour. Each parent will need to indicate that they either "desire" or "do not desire to attend" PRT on the form.
- **7. Tour Group Instructions** This information will be read aloud to the tour participants by the DJJ tour leader prior to entering the evaluation center. DJJ sponsors should also share this information with participants prior to attending the tour so there are no misunderstandings.
- 8. Youth and Parent/Guardian Tour Evaluation. These forms will be distributed by evaluation center staff at the "end" of the tour <u>after</u> *The Insiders* presentation, completed by the participants, and collected before they leave the facility. It's imperative that these evaluations are collected as the information is merged into a database and reviewed to ascertain how the program is performing. Evaluation center staff should forward <u>just the completed evaluation forms</u> to The Office of Community Justice, <u>ProjectRightTurn@scdjj.net</u> within seven (7) days of the tour. <u>All other PRT forms</u> should be kept on file at the particular evaluation center.
- 9. **PRT Tour Sign-In Form.** This form should be signed by each tour participant before entering the facility to give the tour leader a quick reference list of everyone attending in the event of an emergency.

To request forms or for any questions, concerns, and/or comments regarding **PROJECT:** *RIGHT TURN* contact Office of Community Justice: Email: <a href="mailto:ProjectRightTurn@scdji.net">ProjectRightTurn@scdji.net</a>.





# **PROJECT:** Right Turn Tour Outline



What follows is a basic outline of how the PRT tours are to be conducted. While each facility may adjust the content and flow of the tours to meet their individual needs, this outline is designed to provide a basic framework for the tours to ensure a consistent and effective program. The PRT program includes three "key" components:

- 1. The youth are provided with an educational tour experience focused on making good choices. The tour is led by a JCO supervisor or designee and includes all areas of the facility and explanations about the daily lives of incarcerated juveniles. Tour elements should include intake, living areas, cafeteria, classrooms, outdoor recreation area, and gymnasium.
- 2. Parents/guardians are involved at the same time in a separate educational component that provides a brief facility tour followed with information about DJJ services, community resources, and a discussion about the challenges that confront young people and families that can potentially lead to involvement with DJJ. The evaluation center administrator or a designated social worker, provides the parent education component.
- 3. The youth and their parents/guardians come together to hear a presentation by *The Insiders* at the end of the tour. *The Insiders* share with the group their experiences at DJJ and discuss the choices they made that led them there. A question and answer session for youth participants follows the presentation.



Upon arrival tour participants are gathered outside the guard station at the facility gates with their accompanying sponsors. To avoid wandering and confusion the youth should be quickly positioned into two lines with females in the front and males in the back. Parents/guardians should be directed where to stand while this process is going on, and tour sponsors should be positioned and included to assist the tour leader as is necessary.

Note that all tours should begin on time as published on the calendar for the particular facility. Once the tour has begun if any participants arrive late they should be turned away and instructed to contact their sponsors as soon as possible to reschedule.

To ensure all youth are accounted for and to give more of the experience of incarceration, the youth should participate in an "accountability count" throughout the tour at each door using the numbers they are assigned at the gate. Have youth count-off, with two side-by-side youth of each line from the front, counting 2-4-6 and so on to assign numbers. This accountability count should be practiced before entering the facility gates and should take no more than about 5 minutes. The tour leader has discretion on how much to use the count throughout the tour based on the size and composition of the group, and unnecessary repetition of the count should be avoided.





Once all the youth are positioned the assigned tour leader introduces themselves to all tour participants and sponsors. Prior to entering the facility, JCOs will conduct a cursory "pat down" of each youth participant to check for any contraband (same gender JCOs doing the searches). Officers should request that the boys face away from the girls, and the girls face away from boys during this search process so as to avoid embarrassment for any of the youth.

Note that youth should not be instructed to hold each other's hands on the tour, no physical exercises should ever be required such as push-ups, jumping jacks, or sit-ups, and scare tactics such as shoving, poking, getting in their faces, slamming doors, or shouting at participants is not permitted at any time. Additionally, youth may not be handcuffed, physically restrained (except in extreme circumstances of acting out and then only with prior senior evaluation center management approval), or locked in a cell or room. The tour leader and other assisting staff should always address participants in a very *firm* but *respectful* manner.

If the size and composition of a group necessitates breaking them into smaller groups, the tour leader has that discretion to facilitate an effective tour. The tour leader should ensure there are adequate staff to manage the groups and provide the information so that all participants can hear. Sponsors should never be responsible for tour guiding and/or content.



## Forms Collection and Signing-In

Prior to the start of the tour, the tour sponsors will collect the required forms below from parents/youth and provide them to the tour leader:

- ☑ A signed Consent/Release of Liability form for each non-court ordered youth.
- ☑ A signed Release of Liability form for each parent/guardian participating in the tour.
- ☑ A Program Guidelines and Rules Agreement signed by each youth and parent/guardian.

To be able to quickly account for everyone in the event of an emergency and so the tour leader will know which juvenile belongs with which sponsor, parent, or guardian, all tour participants will be required to sign-in on a PRT sign-in sheet before entering the facility. To speed things along this sheet can be passed down the two lines of youth on clipboards, and the forms should be in the possession of the tour leader at all times the group is in the facility.



## Instructions for the Group

Before entering the facility the tour leader should read the twelve rules aloud to the group, in the presence of their sponsors, and stress that all instructions must be followed. If a youth is non-compliant the staff should avoid challenging or confronting participants, but rather remind them of the expectations and involve the sponsor as is necessary. If a participant continues to refuse to follow the rules he/she should be removed from the tour and responsibility for that participant should be given to their tour sponsor and/or parent/guardian. If the youth is to be removed from the facility an escort must be provided by a JCO or facility supervisor.

**Tour Group Instructions** (read aloud to group)





- Any participant feeling ill or having an urgent need for a restroom break while in the facility should immediately inform the tour leader by raising his or her hand, so that appropriate assistance can be provided. A scheduled restroom stop will be made available within approximately 35-45 minutes of entering the facility.
- ☑ There may be no talking or disruptive behavior such as laughing, joking, gesturing, or "horse play."
- ☑ Participants should hold questions until the tour leader opens the program to ask questions.
- ☑ All participants must tuck in shirttails, pull up pants, and tighten belts.
- ☑ Jewelry of any kind cannot be worn on the tour and must be removed.
- ☑ Participants must remove from their mouths and discard any chewing gum, candy, etc., in an available trash can.
- ☑ Hats and sunglasses must be removed.
- ☑ No physical contact with or, waving, shouting, or talking to any juvenile is allowed while in the facility.
- ☑ Nothing may be given to or received from any juvenile while in the facility.
- ☑ Participants agree not to share with anyone information learned during the program tour that would in any way serve to identify or publicize the identity of any juvenile held in this evaluation facility.
- ☑ Participants will keep their hands at their sides or behind their backs at all times as instructed, and will refrain from touching items or individuals while in the facility
- Disruptive behavior or refusal to follow directions by any participant will result in removal from the tour program. The designated tour sponsor or parent/guardian will assume full responsibility for the supervision of any participant removed from the program.



Once the tour group has been properly briefed, parent/guardian participants and youth participants will enter the facility separately with the youth going in first with the tour leader, and the parents/guardians then going in with their assigned guide. Tour sponsors must accompany the youth for which they are responsible at all times and should assist the tour leader as needed to hold doors, etc. to move youth smoothly through the facility.



Tour participants should <u>NEVER</u> be left alone without representatives of the evaluation center present <u>at any time</u>.







## Parent/Guardian Education Program

The facility administrator or assigned social worker/psychologist will escort the parent/guardian participants through facility gates to the designated room for the parent/guardian education program. A brief 20-30 minute walk through the facility is provided en route or afterwards, and the group may "shadow" the youth on a portion of their tour. Information will be shared regarding DJJ services and community resources, followed by a discussion about the challenges that confront young people and families that can potentially lead to involvement with DJJ (total time approximately one hour). Upon request of facility staff and if available, *The Insiders* may be scheduled to join the parent/guardian group for a brief question and answer session about life in DJJ custody.



## Youth Facility Tour

The tour leader takes charge of the youth participants and leads them through the facility providing clear instructions at all times. As youth enter the facility and throughout the tour the youth should do their accountability count using the numbers they were assigned at the gate. The tour group should move at a good pace to keep the information flowing and to maintain participant attention.

All designated areas should be visited. However, facility tours may vary somewhat based upon the assigned leader and facility. Additional facility staff, such as education or treatment personnel, may be incorporated into this process time permitting. Comments by all facility staff should be brief and any lecturing of the group avoided.

As space can sometimes be an issue at some locations, it is recommended that staff position the group where they can best be addressed to explain where they will be passing through or have just been. Also, where possible line-up the youth along hallways so as to allow the tour leader to walk/talk between the group, and in other larger areas position the youth in a manner so they can see and hear as much as possible (semicircle, etc.).



## **Intake Section**

The tour leader gathers youth in the intake area to explain the basic function of intake and the evaluation process describing the following:

- ☑ Arrival and departure in a police car
- ✓ Facility population and general layout
- ☑ Contraband items
- ☑ State issued items (clothing, etc.)
- ☑ Physical exam, search, and facility drug tests
- ✓ Secure transport to appointments, use of handcuffs and leg irons
- ☑ Length of stay (45 days max)







## Hallway and Offices (leading from Intake to living area)

As the tour leader moves the youth through the hallway leading to a living unit, he/she points out the various offices, allowing the youth to view, and gives a brief description of each:

- ☑ Search Room
- ☑ Finger Print Room
- **☑** Infirmary
- ☑ Support staff offices



## Living Area

As the Tour Leader approaches the living area, the Control Room should be pointed out to explain the use of electronic cameras and locks. Once inside the living area the tour leader will assemble the group in a semicircle and provide information about the daily life of juveniles at the facility. Either coming in or exiting the living area youth should be allowed to view a shower, bathroom, and bedroom close-up.

While in the living area (and time permitting) the tour leader can take the opportunity to <u>briefly</u> discuss good decision making with the youth, i.e., selecting friends, listening to parents, participating in positive activities, staying in school, etc. The impact their choices have on family, community, and self can also be discussed (avoid preaching). The leader may also want to emphasize those privileges young people have at home, and that those confined at DJJ do not have those privileges.

Participants should be encouraged to ask questions during this portion of the tour and the following should be discussed at this time:

- ☑ Daily schedule/routine (read as posted)
- Year round school
- ☑ Meals/snacks
- ✓ Daily hygiene
- ✓ Daily chores
- ☑ Family visitation
- ✓ Phone privileges
- ✓ Television viewing
- ☑ Room assignments
- ☑ Behavior guidelines







The tour leader proceeds from the living area to the cafeteria. If occupied, these areas should be pointed out and described through the window. However, if available this is a good place to have the youth sit on the hard stools and talk about the meals program, what they've seen so far, answer any questions, and offer the bathroom break. Topics that might be covered in this area include:

- ☑ Meal times and diet
- ✓ Meals and snacks
- ✓ Food sharing restrictions, etc.



## Social Work/Psychologist Presentation

If available (and time permitting) a social worker or psychologist can talk about how the evaluation process is conducted and their particular roles. It should be emphasized that the results of all interviews and testing will be compiled in a report to be sent back to the county and judge. An explanation of their roles can include:

- ☑ Documenting observations and emphasize up to 45 days to complete the evaluation
- ☑ Parent interview including all aspects of the family situation
- ☑ Crisis intervention helping to identify ways to cope with issues
- ☑ Write-ups impact evaluation and are included in the report
- ☑ Explain that solicitors and judges will read the "Adjustment to the Evaluation Center" section most often
- ☑ Maintain contact with parents and probation officers about behavior
- ☑ Give various tests and do interviews to determine what is going on and what is needed
- ☑ Discuss results with all involved staff to decide on possible recommendations



## School and Classrooms

It is important that the youth understand that being at an evaluation center will not get them out of school, and the following may be covered by a teacher if available (and time permitting):

- ☑ Attendance mandated by SC law ("real" school)
- ☑ Behavior counts (behavior report goes back to home school)
- ☑ Core curriculum courses no "frills"
- ✓ No homework/no excuses/no distractions





- ☑ Usually good grades are earned with a good effort put forth by student
- ☑ Transcript given for the number of days in class sent to the home school
- Performance at the facility often helps juveniles pass for the year in home school
- ☐ Grades and conduct can significantly affect how the judge disposes of your case



## Outdoor Recreation Area

Weather permitting the youth should see the outside recreation area. This is a good place to point out:

- ☑ Recreation is limited in type and time
- ☑ This is in fact a prison type facility with a high fence and razor wire that will preclude escape
- ☑ If an escape attempt is made the youth would be charged with the crime of "escape."



## The Insiders Presentation and Q & A

The tour leader then proceeds with the group to the gymnasium for the youth to join parent/guardian participants to hear *The Insiders* presentation (approximately 45 minutes to an hour max). Youth participants are seated in chairs in the front of the room, with parents/guardians and sponsors in the back. *The Insiders*' supervisor directs this portion of the presentation and facility staff should not participate during the program. Youth should be instructed to be quiet and attentive.

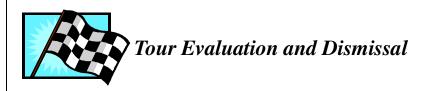
The Insiders are introduced and they individually "tell their story" and relate their life choices and the consequences that ultimately led in their incarceration at DJJ, stressing the importance of making good decisions as young people. At the conclusion of the presentation, youth participants are invited to ask questions. Sponsors may also ask questions during this time in order to make points of concern or interest. However, in order to promote youth participation, parents are not encouraged to participate during this question and answer period.

**NOTE:** If for scheduling purposes *The Insiders* portion of PRT must occur <u>prior</u> to the facility tour all participants will be escorted to the designated presentation area to hear that presentation first. Youth and parents/guardians are then separated and the tour continued as previously described. Upon conclusion of the facility tour and parent education program, the two groups should be brought back together in a designated area, the evaluations completed, and then everyone escorted out of the facility as a group.

Additionally, if *The Insiders* are not available to be "physically" present for the tour, the video of their presentation should be shown to the tour group and questions fielded by facility staff to the best of their abilities.





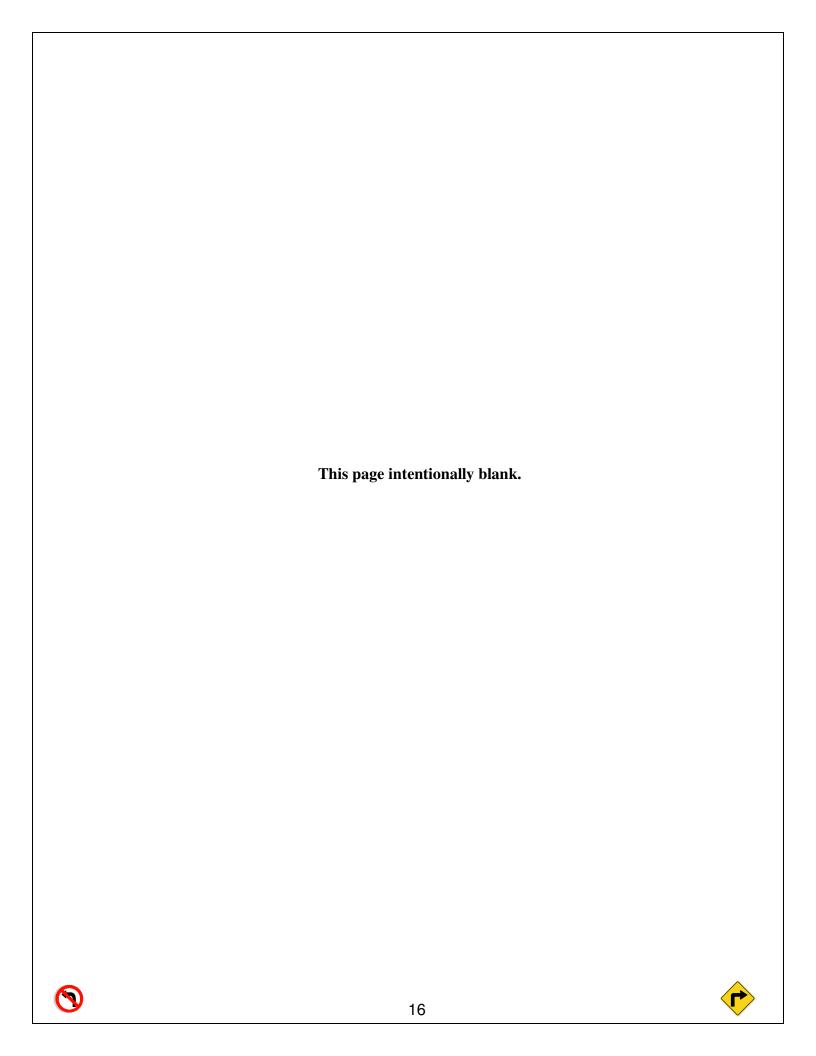


At the conclusion of *The Insiders*' presentation, all parents/guardians and youth are asked to complete a PRT Evaluation Form by facility staff. Please **do not** pass out the evaluations until the Insiders have completed their presentation. While these are being completed, this is a good time to thank the visitors for taking time to visit the facility, and recognize staff for participating and assisting with the tour. Evaluation center staff should then collect the evaluations. The tour leader and or his/her designee will then escort tour participants to the front gate and ensure each youth is accompanied by a sponsor, parent, or guardian upon exiting the facility grounds. If any participants choose to remain to ask additional questions, others should be allowed to leave.

The tour, *Insiders*, and evaluations should be completed within approximately two hours from the tour start, and all visitors escorted off-site as soon as possible thereafter.







### **Appendix**

PRT 2018 Program Schedules (CEC, MEC, UEC)

PRT 2018 Tour Request Form

PRT 2018 Tour Participant Sign In/Out Form

PRT 2018 Program Guidelines and Rules Agreement

PRT 2018 DJJ Court Ordered Parent/Guardian Memorandum

PRT 2018 Non-Court Ordered Parent/Guardian Memorandum

PRT 2018 Consent/Release Parent/Guardian Participation Only

PRT 2018 Youth Consent to Participate/Release of Liability

PRT 2018 Tour Group Instructions

PRT 2018 Youth and Parent/Guardian Tour Evaluations

PROJECT: Right Turn Fact Sheet





Coastal Evaluation Center (CEC)

3<sup>rd</sup> Tuesday of every month unless otherwise indicated
DJJ Court Ordered tour begins at 10am

(There is no longer a 1:30pm DJJ tour)

<u>January</u>	February	March		
Su Mo Tu We Th Fr Sa  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa  1 2 3  4 5 6 7 8 9 10  11 12 13 14 15 16 17  18 19 20 21 22 23 24  25 26 27 28	Su Mo Tu We Th Fr Sa  1 2 3  4 5 6 7 8 9 10  11 12 13 14 15 16 17  18 19 20 21 22 23 24  25 26 27 28 29 30 31		
<u>April</u>	<u>May</u>	<u>June</u>		
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**NOTE:** PRT tour request forms should be emailed (no faxes) to

ProjectRightTurn@scdjj.net at least 7 calendar days in advance of the tour date.

Questions, and/or comments regarding PRT should be directed to:
Office of Community Justice: <a href="mailto:ProjectRigthTurn@scdjj.net">ProjectRigthTurn@scdjj.net</a>





Coastal Evaluation Center (CEC)

3<sup>rd</sup> Wednesday of every month unless otherwise indicated Arbitration Ordered tour begins at 10am

(There is no longer a 1:30pm DJJ tour)

<u>January</u>	February March			
Su Mo Tu We Th Fr Sa  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28  Su Mo Tu We Th Fr 4 5 6 7 8 11 12 13 14 15 1 18 19 20 21 22 23 24 25 26 27 28 29 3			
<u>April</u>	<u>May</u>	<u>June</u>		
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<u>July</u>	<u>August</u>	<u>September</u>		
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<u>October</u>	November	<u>December</u>		
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**NOTE:** PRT tour request forms should be emailed (no faxes) to

ProjectRightTurn@scdjj.net at least 7 calendar days in advance of the tour date.

Questions, and/or comments regarding PRT should be directed to:
Office of Community Justice; <a href="mailto:ProjectRightTurn@scdji.net">ProjectRightTurn@scdjj.net</a>





# PROJECT: RIGHT TURN 2018 Midlands Evaluation Center (MEC)

Midlands Evaluation Center (MEC)
2nd Friday of every month unless otherwise indicated
Arbitration ONLY tour begins at 10am

January	February	March		
		<del>                                     </del>		
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa		
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21 22 23 24 25 26 27	18 19 20 21 22 23 24	18 19 20 21 22 23 24		
28 29 30 31	25 26 27 28	25 26 27 28 29 30 31		
April	May	June		
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22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23		
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July	September			
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**NOTE:** PRT tour request forms should be emailed (no faxes) to

ProjectRightTurn@scdjj.net at least 7 calendar days in advance of the tour date.

Questions, and/or comments regarding PRT should be directed to:
Office of Community Justice; ProjectRightTurn@scdjj.net





Midlands Evaluation Center (MEC)

3<sup>rd</sup> Thursday of every month unless otherwise indicated
DJJ Court Ordered tour begins at 1:30pm

<u>January</u>	<u>February</u>	March		
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**NOTE:** PRT tour request forms should be emailed (no faxes) to

ProjectRightTurn@scdjj.net at least 7 calendar days in advance of the tour date.

Questions, and/or comments regarding PRT should be directed to:
Office of Community Justice; <a href="mailto:ProjectRightTurn@scdjj.net">ProjectRightTurn@scdjj.net</a>





**Upstate Evaluation Center (UEC)** 

3<sup>rd</sup> Thursday of every month unless otherwise indicated DJJ Court Ordered and Arbitration tour begins at 10:00 am

January	February	March		
<u>January</u>	rebluary			
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April	May	June		
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<u>July</u>	<u>August</u>	<u>September</u>		
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**NOTE:** PRT tour request forms should be emailed (no faxes) to

ProjectRightTurn@scdjj.net at least 7 calendar days in advance of the tour date.

Questions, and/or comments regarding PRT should be directed to: Office of Community Justice; <a href="mailto:ProjectRightTurn@scdjj.net">ProjectRightTurn@scdjj.net</a>







**DJJ Evaluation Center Tour Request Form** 

Toda	oday's Date:  Tour request deadline is 7 days prior to tour date						
PRT Tour Date:							
S	Sponsor "X" Only One: DJJ County Office:						
	Contact: Phone:						
	<u>Or</u> (NOTE: DJJ and Arbitration youth <u>must be</u> submitted on separate forms)						
	Arbitration Program Circuit:						
		Contact:		Phone	:		
	Ev	aluation Center Tour Locati	on: 🗌 Upstate 🗀	Midlands	☐ Coastal		
		Number of	Youth Attending:				
#		Name of Youth	Date of Birth <u>&amp;</u> Ag (Must be 12 y/o)		Order Termination (DJJ Youth Only)		
1							
2							
3							
4							
5	-						
6		<b>NOTE:</b> This PRT Tour Red	quest form must be completed	on-screen and sub	mitted via email to		
7		<u>ProjectRightTurn@</u>	<mark>escdjj.net</mark> using the Word file t	form provided sepa	arately.		
8							
9							
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13							
14							
15							

⇒ Bring Consent/Release of Liability & Parent Participation forms the <u>day of</u> the tour

Email (no faxes or mail) completed form directly to <a href="ProjectRightTurn@scdjj.net">ProjectRightTurn@scdjj.net</a>
Questions, and/or comments regarding PRT should be directed to Office of Community Justice;

ProjectRightTurn@scdjj.net





## PROJECT: Right Turn

## Participant Sign In/Out

Youth or Parent, Guardian, or Other Participant Name	Sponsor Name

SC Department of Juvenile Justice

Revised 04/16/2018









## Program Guidelines and Rules Agreement (To be completed by <u>all</u> tour participants.)

As a participant in **PROJECT:** *RIGHT TURN* at the South Carolina Department of Juvenile Justice (DJJ), I agree to the following program guidelines and rules:

### **Program Guidelines**

- 1 Youth participants must be at least 12 years of age, and must be accompanied by a sponsor approved by DJJ.
- 2. All participants (youth, parents/guardians, and sponsors) must sign the appropriate liability documents.
- 3. Purses and cell phones must be left in vehicles.
- 4. Keys carried to the tour facility must be turned in at the guard station prior to entering the Evaluation Center.
- 5. All participants must wear clothing appropriate for the Evaluation Center's environment. Clothing that may be too revealing should not be worn, i.e., tank tops, short/cropped tops, shorts, short dresses or sheer clothing.
- 6. Youth will be submitted to a standard visitor search that will require them to empty pockets, pass through a metal detector, and be "patted down." Youth should empty pockets before arriving at the facility. No jewelry of any kind (including in body piercings) can be worn.

### **Rules Agreement**

- 1. I will stay with the tour group at all times.
- 2. I will bring no contraband, as explained by the tour leader, in with me. This includes still or video cameras and audio-recording devices. Any such items I have with me are to be left in the assembly area, where I may retrieve them as I leave the institution, or within the vehicle in which I arrived.
- 3. I will follow all instructions given to me or my group by the DJJ tour leader.
- 4. South Carolina's confidentiality law has been explained to me, and I agree not to publish (tell anyone) about anything I learn or see during the tour which will in any way serve to identify or publicize the identity of any juvenile confined in this facility.

(Signature of Juvenile)	(Date)	
(Signature of Parent/Guardian)	(Date)	

SC Department of Juvenile Justice

Revised 04/16/2018







#### P.O. Box 21069 Columbia, SC 29221-1069

www.state.sc.us/djj



Freddie Pough, Director

### **MEMORANDUM**

Henry McMaster Governor State of South Carolina

To: Parents and Guardians of DJJ Court Ordered Participants

From: Office of Community Justice

Subject: Participation in **PROJECT:** *RIGHT TURN* (Court Ordered)

The South Carolina Department of Juvenile Justice (DJJ) provides a two-hour educational tour program for Family Court Ordered juveniles and their parents or guardians called **PROJECT:** *RIGHT TURN*. The program is not a "scared-straight" program but rather a carefully orchestrated experiential learning program designed specifically to show youth the potential consequences of continued delinquent behavior and its impact on their lives and personal freedoms. The program takes place at DJJ's three Regional Evaluation Centers and includes three parts:

- 1. The youth are provided with an educational tour experience focused on making good choices. The tour is led by a JCO supervisor or designee and includes all areas of the facility and explanations about the daily lives of incarcerated juveniles. Tour elements should include intake, living areas, cafeteria, classrooms, outdoor recreation area, and gymnasium.
- 2. Parents/guardians are involved at the same time in a separate educational component that provides a brief facility tour followed with an informational program about DJJ services, community resources, and a discussion about the challenges that confront young people and families that can potentially lead to involvement with DJJ. Evaluation Center Administrator or a designated social worker, provides the parent education component.
- 3. The youth and their parents/guardians come together to hear a presentation by The Insiders at the end of the tour. The Insiders share with the group their experiences at DJJ and discuss the choices they made that led them there. A question and answer session for youth participants follows the presentation.

Parents or guardians Ordered by the Family Court to participate in **PROJECT:** *RIGHT TURN* <u>must</u> attend with their child. Parents or guardians <u>not</u> Ordered by the Family Court are also invited to take advantage of this opportunity to participate in a valuable learning experience with their child. Involvement and participation in all areas of a young person's life plays an important role in his or her future success.

All parent/guardian participants of **PROJECT:** *RIGHT TURN* must sign the enclosed Consent to Participate/Release of Liability Form and bring the form when accompanying their child to his/her tour as scheduled. Juvenile, as well as parent/guardian participants, must sign the enclosed Program Guidelines and Agreement Form and bring the form to the tour program when scheduled. Should you have any questions about **PROJECT:** *RIGHT TURN*, please contact your local DJJ office.

### Enclosures

- 1. Consent to Participate/Release of Liability Form for Parent/Guardian
- 2. Program Guidelines and Agreement Form

SC Department of Juvenile Justice

Revised 04/16/2018







#### P.O. Box 21069 Columbia. SC 29221-1069

www.state.sc.us/djj



Henry McMaster Governor State of South Carolina

### **MEMORANDUM**

To: Parents and Guardians of DJJ Contract/Other Participants

From: Office of Community Justice

Subject: Participation in **PROJECT:** *RIGHT TURN* (Non-Court Ordered)

The South Carolina Department of Juvenile Justice (DJJ) provides a two-hour educational tour program for Community Juvenile Arbitration Program participants and their parents or guardians called **PROJECT:** *RIGHT TURN*. The program is not a "scared-straight" program but rather a carefully orchestrated experiential learning program designed specifically to show youth the potential consequences of continued delinquent behavior and its impact on their lives and personal freedoms. The program takes place at DJJ's three Regional Evaluation Centers and includes three parts:

- 1. The youth are provided with an educational tour experience focused on making good choices. The tour is led by a JCO supervisor or designee and includes the all areas of the facility and explanations about the daily lives of incarcerated juveniles. Tour elements should include intake, living areas, cafeteria, classrooms, outdoor recreation area, and gymnasium.
- 2. Parents/guardians are involved at the same time in a separate educational component that provides a brief facility tour followed with informational program about DJJ services, community resources, and a discussion about the challenges that confront young people and families that can potentially lead to involvement with DJJ. Evaluation Center Administrator or a designated social worker, provides the parent education component.
- 3. The youth and their parents/guardians come together to hear a presentation by The Insiders at the end of the tour. The Insiders share with the group their experiences at DJJ and discuss the choices they made that led them there. A question and answer session for youth participants follows the presentation.

Although parent or guardian participation is not required, you are invited to take advantage of the opportunity to participate in this valuable learning experience along with your child. It is known that a parent's or guardian's involvement and participation in all areas of a young person's life plays an important role in his or her future success. Parents and guardians are strongly urged to consider the invitation to participate in **PROJECT:** *RIGHT TURN*.

To participate in **PROJECT:** *RIGHT TURN*, parents/guardians and juveniles must sign the enclosed Consent to Participate/Release of Liability Form and Program Guidelines and Rules Agreement Form and bring both forms to the tour program when scheduled. Should you have any questions about **PROJECT:** *RIGHT TURN*, please contact your local DJJ Office.

#### **Enclosures**

- 1. Consent to Participate/Release of Liability Form
- 2. Program Guidelines and Rules Agreement Form

SC Department of Juvenile Justice







## Youth Consent/Release of Liability for Participation & Consent/Release for Audiovisual Purposes

NOTE: A Parent/Guardian signature is required for the Consent/Release of Liability for Participation regardless of the youth's age. For the remaining Consents/Releases, a Parent/Guardian signature is required for any youth under 16 - youth 16 and over may sign for themselves. \_\_\_\_\_, give permission for my child, (I) \_\_\_\_\_ (Name of Youth) (agree), (Name of Parent/Guardian) Check all that apply: To participate in the event called \_\_ to be held on \_\_\_\_\_ conducted by the South Carolina Department of Juvenile Justice. On behalf of my child and myself, I release the SC Department of Juvenile Justice, its agents and employees from any liabilities or consequences of participation in this event. To be photographed, videotaped and/or interviewed so that images of me/my child can be used in public materials and presentations by the South Carolina Department of Juvenile Justice and/or news media. I also understand that identifiable facts (video, photographs, quotations, etc.) of me/my child may be aired or printed in the mass media (print and/or broadcast) and/or used for SCDJJ publications and videos. including the SCDJJ website, to recognize my/my child's involvement in the event above or other activities. To be photographed, videotaped and/or interviewed so that images of me/my child can be used in social media forums (such as Facebook, Twitter, etc.) or internet/web-based video-sharing sites (such as YouTube). I also understand that use of social media or internet/web-based/video sharing forums means that this information, which may include information that could identify me/my child, may be copied and/or utilized by persons or entities other than the South Carolina Department of Juvenile Justice without the agency's knowledge or permission, and I agree to hold the South Carolina Department of Juvenile Justice harmless/not liable for any such use of my/my child's image and/or information. I understand that I am giving my consent for the above voluntarily and without any coercion by the South Carolina Department of Juvenile Justice or its employees. Signature of Parent/Guardian Date Youth's Signature Date Witness for DJJ Date For a planned event, please provide at least one emergency contact name and number: 







PROJECT: RIGHT 1

### **CONSENT/RELEASE OF LIABILITY FORM**

## PARENT/GUARDIAN PARTICIPATION

I,, (name of parent/guardian) desire to
participate, along with my son/daughter,
who is (check one only) $\square$ Court Ordered, or $\square$ <b>Not</b> Court Ordered to participate in the
educational tour program called <b>PROJECT:</b> RIGHT TURN conducted at the SC Department of Juvenile
Justice Evaluation Centers. I release the SC Department of Juvenile Justice, its agents and
employees from any liabilities or consequences of my participation in this program. I do this of my
own volition, without threats or coercion from any source, including any employee of the SC
Department of Juvenile Justice.
(Signature of Parent/Guardian) (Date)
Justice Evaluation Centers. I release the SC Department of Juvenile Justice, its agents and employees from any liabilities or consequences of my participation in this program. I do this of my own volition, without threats or coercion from any source, including any employee of the SC Department of Juvenile Justice.

SC Department of Juvenile Justice



PROJECT: RIGHT TURN









# **PROJECT:** RIGHT TURN Instructions



- 1. Any participant feeling ill or having an urgent need for a restroom while in the facility should immediately inform the tour leader by raising his or her hand, so that appropriate assistance can be provided. A scheduled restroom stop will be made available within approximately 35-45 minutes of entering the facility.
- 2. There may be no talking or disruptive behavior such as laughing, joking, gesturing, or "horse play."
- 3. Participants should hold questions until the Tour Leader opens the program to ask questions.
- 4. All participants must tuck in shirttails, pull up pants, and tighten belts.
- 5. Jewelry of any kind cannot be worn on the tour and must be removed.
- 6. Participants must remove from their mouths and discard any chewing gum, candy, etc., in an available trashcan.
- 7. Hats and sunglasses must be removed.
- 8. No physical contact with or, waving, shouting or talking to any juvenile in the facility.
- 9. Nothing may be given to or received from any juvenile within the facility.
- 10. Participants agree not to share with anyone information learned during the program tour that would in any way serve to identify or publicize the identity of any juvenile held in this evaluation facility.
- 11. Participants will keep their hands at their sides or behind their backs at all times as instructed, and will refrain from touching items or individuals in the facility
- 12. Disruptive behavior or refusal to follow directions by any participant will result in removal from the tour program. The designated tour sponsor or parent/guardian will assume full responsibility for the supervision of any participant removed from the program.

SC Department of Juvenile Justice









	(To be completed by the youth <u>after</u> the tour and <i>Insiders</i> program)					
	Date of Tour:					
	Tour Sponsor (Check One) DJJ <u>or</u> Arbitration					
	Facility (Check One):   Midlands Center   Upstate Center   Coastal Center					
	help the SC Department of Juvenile Justice evaluate the effectiveness of <i>Project: Right Turn</i> , ase answer the following questions:					
1.	What is your overall opinion of the Project Right Turn program?					
2.	What is your opinion of the facility tour itself?  ☐ Excellent ☐ Good ☐ Fair ☐ Poor					
3.	What is your opinion of the Tour Leader's presentation?  ☐ Excellent ☐ Good ☐ Fair ☐ Poor					
4.	What is your opinion of the "Insiders" presentation?  □ Excellent □ Good □ Fair □ Poor					
5.	Did this program provide information that was new to you?  Yes No Maybe No Opinion  Please explain your answer					
6.	Would you recommend this tour and program to other young people your age?     Yes  No  Maybe  No Opinion  Please explain your answer					
7. <i>i</i>	Additional comments and suggestions are welcomed (use back if more space is needed):					

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SC Department of Juvenile Justice



Revised 11-16-2015



### **Parent/Guardian Tour Evaluation**

(To be completed by parents/guardians <u>after</u> the tour and *Insiders* program)

Date of Tour:

	Tour Sponsor (Check One	) 🗌 DJJ	<u>or</u>	Arbit	ration
	Facility (Check One):  Midlands Cen	er 🗌 U	pstate (	Center	☐ Coastal Center
	elp the SC Department of Juvenile Justice e answer the following questions:	evaluate the	e effecti	veness of	Project: Right Turn,
1.	What is your opinion of the overall prog  Excellent Good		- air		Poor
2.	What is your opinion of the Parent Infor Excellent Good		on? air		Poor
3.	What is your opinion of the Session Lea	· —	itation? air		Poor
4.	What is your opinion of the "Insiders" pr		- air		Poor
5.	Would you recommend this tour and pro		ers? Maybe		No Opinion
6.	Did this program provide information that	at will be help	oful to y	ou as a pa	rent?
7.	What is your opinion of this project as a	n educationa	ıl progra	am for you	r child?
8.	Additional comments and suggestions a	are welcomed	d (use b	ack if mor	e space is needed):

Evaluation Center Staff: Please forward completed evaluations to Candlyn Ashcraft, JRTC Building.

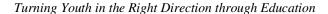






### **Division of Treatment & Intervention Services**

### PROJECT: RIGHT TURN





### The Need

Among the many challenges communities face when dealing with at-risk youth is helping them fully understand the consequences of their behavior. Parents, guardians, teachers, counselors, police, and even Family Court Judges can tell a youth about the consequences of crime and where they might end up if their delinquent behavior continues, but often these youth might not *believe* what they are being told until its too late. The South Carolina Department of Juvenile Justice (DJJ) is committed to findings ways to effectively demonstrate the consequences of delinquent behavior to at-risk youth in an effort to divert them from the juvenile justice system.

### Seeing is Believing

There is often no better way to help a youth understand the consequences of their behavior than showing them first-hand what can happen if they do not change their ways. One such program for accomplishing this is PROJECT: Right Turn (PRT), a two-hour educational program for atrisk youth and their parents/guardians. PRT is not a "scared-straight" program but rather a carefully orchestrated experiential learning program designed to show at-risk youth the potential consequences of continued delinquent behavior and its impact on their lives and personal freedoms.

As a key component for DJJ's prevention and intervention efforts in the community, PRT is an invaluable resource to our County Offices, Juvenile Arbitration Programs, and Family Court Judges. Juveniles who attend PRT are under an order of the Family Court, on a behavior contract, or referred by a DJJ Probation/Parole Officer.

PROJECT: *Right Turn* also illustrates DJJ's focus on the practice of Balanced and Restorative Justice (BARJ) by providing competency development for young offenders, and their parents or guardians through effective educational learning experiences.

### The PROJECT: Right Turn Tour

PRT takes place monthly at DJJ's Upstate Evaluation Center (UEC) in Union (typically the 3<sup>rd</sup> Thursday of the month), the Midlands Evaluation Center (MEC) in Columbia (typically the 2<sup>nd</sup> Friday for Arbitration and 3<sup>rd</sup> Thursday for DJJ), and the Coastal Evaluation Center (CEC) in Ridgeville (typically on the 3rd Wednesday of the month). The tours encompass all aspects of the facility operations and have three main components:

- 1 Youth who are 12 and older are provided with an educational tour focusing on making good choices. They experience first-hand just what it's like to lose personal freedoms. Led by juvenile correctional officers the tour includes all the major areas of the facility and frank discussions about the daily lives of incarcerated youth.
- 2 While youth are touring, the parents/guardians participate in a separate educational component provided by evaluation center management. This includes a brief facility tour followed by an informational program about DJJ services, community resources, and a discussion about the challenges that confront young people and families potentially involved with DJJ.
- **3** At the end of the tour youth and their parents/guardians are joined to hear a presentation by *The Insiders*, a group of trained incarcerated youth who share their personal stories to educate their audience about the effects of poor choices and the impact on others. A question and answer session for youth participants follows *The Insiders*' presentation.

For more information please contact your local DJJ County Office or <a href="mailto:ProjectRightTurn@scdjj.net">ProjectRightTurn@scdjj.net</a>

For additional DJJ resources please visit our website: http://www.state.sc.us/dij/

The South Carolina Department of Juvenile Justice does not discriminate in any programs or activities on the basis of race, color, national origin, sex, disability or age.

THE FOLLOWING OFFICES HAVE BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATON POLICIES:

Title IX –Inspector General's Office – 803-896-9595, Title II & 504 – Special Education Office – 803-896-8484







## **MISSION STATEMENT**

It is the mission of the South Carolina Department of Juvenile Justice to protect the public and reclaim juveniles through prevention, community services, education, and rehabilitative services in the least restrictive environment.











